

79TH ORDNANCE BATTALION (EOD)
COMMAND INSPECTION CHECKLIST
KEY AND LOCK CONTROL
11 AUG 00

UNIT INSPECTED: _____ SECTION
INSPECTED: _____

DATE: _____ INSPECTOR: _____

- | | <u>GO</u> | <u>NO GO</u> |
|---|-----------|--------------|
| 1. Does the unit have the following reference material: | | |
| a. AR 190-11, dtd 30 Sep 93 | _____ | _____ |
| b. AR 190-51, dtd 30 Sep 93 | _____ | _____ |
| c. AR 380-5, dtd 25 Feb 88 | _____ | _____ |
| _____ | | |
| 2. Is a current and complete SOP on hand and being implemented and are all unit personnel familiar with SOP? | _____ | _____ |
| 3. Are a primary/alternate key custodian appointed in writing? | | |
| <u>AR 190-11, para 3-8c and AR 190-51, APP d, para D-2</u> | _____ | _____ |
| 4. Are additional individuals designated to issue, receive, and account for keys in the absence of the primary/alternate key custodian? | | |
| <u>AR 190-11, para 3-8c and AR 190-51, App D-2b</u> | _____ | _____ |
| _____ | | |
| 5. Are AAE and Non-AAE keys listed on separate DA Form 5513-R's with all entries properly completed? | | |
| <u>AR 190-11, para 3-8a</u> | _____ | _____ |
| 6. When not in use, is the key control register kept in a locked container to which access is controlled? | | |
| <u>AR 190-11, para 3-8a and AR 190-51, App D-3</u> | _____ | _____ |
| 7. Are <u>completed</u> key control registers retained in unit | | |

files a minimum of 90 days and then disposed of per established MACOM procedures?

AR 190-11, para 3-8 and AR 190-51, App D-7d(2)(c)

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8. Does unit maintain a current roster of individuals whose duties require access to keys for AAE storage areas, racks, and containers? AR 190-11, para 3-8a
9. Are keys in a lockable container made of at least 20 gauge steel with a tumbler-type lock and permanently affixed to a wall? **
AR 190-11, para 3-8b(2) and AR 190-51, App D-4
10. Is key depository located in a room that can be locked or under 24 hour surveillance during non-duty hours?
** AR 190-51, App D-4b
11. If key depository is in a container weighing less than 500 pounds, is it fastened to the structure with bolts or chains equipped with a secondary padlock? **
AR 190-11, para 3-8b(2)
12. Is a separate key/lock inventory maintained for AAE and Non-AAE keys depicting the following: List of all keys, list of all locks, key serial numbers, lock serial numbers, location of locks, and number of keys maintained for each lock. **
AR 190-11, para 3-8e and AR 190-51, App D-6d

13. Are AAE keys and locks inventoried semi-annually
and inventories retained for 1 year?
AR 190-11, para 3-8e _____
14. Are Non-AAE keys and locks inventoried semi-annually
and inventory retained for 1 year?
AR 190-51, App D-6b _____

15. Are padlocks and keys without serial numbers given
one by inscribing it on them?
AR 190-11, para 3-8e and AR 190-51, App D-6e

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16. Are AAE IDS keys secured in a key container, separate
from non-AAE keys and classified material?
AR 190-11, para 3 _____
17. Are padlocks, when not in use, secured in a locked
container with their keys?
AR 190-51, App D-5c _____
18. When storage containers are not in use are they set
to the standard combination (50-25-50) and are
combination padlocks set to the standard combination
(10-20-30)? AR 380-5, para 5-104b1(e)

WERE ALL DEFICIENCIES CORRECTED FROM LAST INSPECTION?
YES NO

OVERALL RATING: UNSATISFACTORY SATISFACTORY
COMMENDABLE

**--Denotes a critical area

COMMENTS: _____
